

STILLWATER COUNTY Job Description

CLASS TITLE: Emergency Management Specialist

DEPARTMENT: Disaster and Emergency

ACCOUNTABLE TO: Board of County Commissioners

PRIMARY OBJECTIVE OF POSITION: Under general direction, plans, implements, and directs the Disaster and Emergency Management program for the County. Experienced professional with demonstrated leadership and communication skills, who is committed to collaborating with the community, other agencies, and organizations to ensure the highest quality of emergency services are provided. Coordination with users of the county communication system (planning, equipment & software upgrades, troubleshooting). Work environment may vary requiring individual judgment, high level of responsibility, attention to detail and ability to work under high pressure situations.

ESSENTIAL JOB FUNCTIONS:

- Ability to communicate orally with clarity and in writing required;
- Highly proficient in Microsoft Office and applicable computer programs;
- Must possess the ability to exert some physical effort involving sitting, talking, hearing, limited lifting up to 50# (greater with assistance), must have the mobility to bend, stoop, kneel, climb, and walk;
- During emergency situations may be exposed to uncontrollable weather, cold, heat, rain, dampness, communicable disease, hazardous material, flooding, wildland fires, and chemicals;

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Responsible for planning, implementing, and directing the Emergency Management program for the County;
- Duties to include 911 coordinator and Fire Warden;
- Establishes and staffs the County Emergency Operation Center and administers its operations;
- Acts as the liaison for the county with State and Federal Emergency Management Officials;
- Ensures communication technology is adequate for 911 and dispatch while working with GIS data;
- Working knowledge of the DIS system;
- Develop instructional materials for the public, and make presentations to citizen groups in order to provide information on emergency plans and their implementation process;
- Strives for interagency communication, cooperation and collaboration;
- Responsible for the application of grants necessary for the continued operation of the Emergency Management program, or other grants as directed and report on their process;
- Maintains and orders supplies as needed, trains and instructs personnel, establishes and conducts emergency and disaster drills and safety programs for schools, fire departments, hospitals, and any group in the County;
- Keep informed of Federal, State and local regulations affecting emergency plans, and ensure that plans adhere to these regulations;
- Keep informed of activities or changes that could affect the likelihood of an emergency, as well as those that could affect response efforts and details of plan implementation;

- Prepares and files necessary reports and records to appropriate agencies and prepares annual budget for submission to the County Commission;
- Prepares and manages 911 budget, approving expenditures with State 911 office;
- Maintains an emergency warning and notification system, coordinates a hazard mitigation program, develops and maintains all resource materials associated with emergency preparedness plans;
- Keeps within guidelines of training and eligibility with the local Fire Departments, State, and Federal Offices when assigned to a fire;
- Represents Commissioners in matters pertaining to county wild land fire management and protection;
- Coordinates, implements & trains on a hazardous materials program;
- Conducts hazard identification, capability assessment, and vulnerability analysis;
- Coordinates equipment maintenance, initiates operational records and reports, facilities, and materials of substantial value; must possess excellent communication skills;
- Performs other duties as assigned;

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

May Supervise Deputy DES, volunteers and directs some staff in an emergency.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- High school graduate or equivalent supplemented by training or education in the field of Emergency Management or Public Safety; PLUS
- Five (5) years of experience in emergency management or public safety fields with an ability to draft emergency operating plans preferred; HAZMAT Technology desirable;
- Shall meet all state certification requirements and maintain state required continuing education;
- Must be willing to attend conferences related to Emergency Management, including grant writing training;
- Must possess a valid Montana Operator's License.

EXAMPLES OF PERFORMANCE CRITERIA AND QUALIFICATIONS:

- Ensures that all emergency and Disaster Declarations are in accordance with the State and Federal laws;
- Develops and updates emergency Operations Plans and Manual
- Requires substantial contact with the general public and substantial liaison and coordination with public and private sector employees, managers, and executives of the County and other agencies of Local, State, and Federal governments;
- Has knowledge of hazardous materials and coordinates training and education programs in their handling and disposal;
- Represents the County on various Boards and Committees;
- Maintains excellent public relations;
- Monitors the county fire situation, and coordinates adequate county resources are mobilized to suppress its fires and is responsible for putting resources in place to handle the fire;
- Serves as the primary contact between Stillwater County and the State DNRC with regard to wild land fires;

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.

Written 02/24/2021